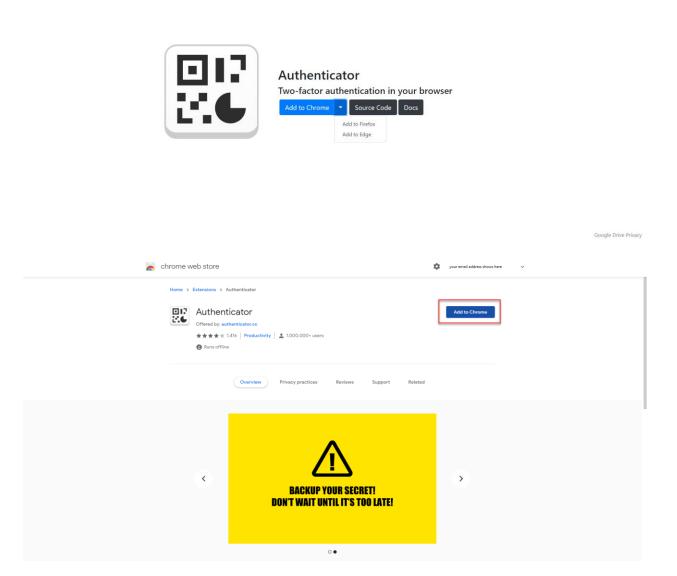
Browser Extension TOTP Set Up Process

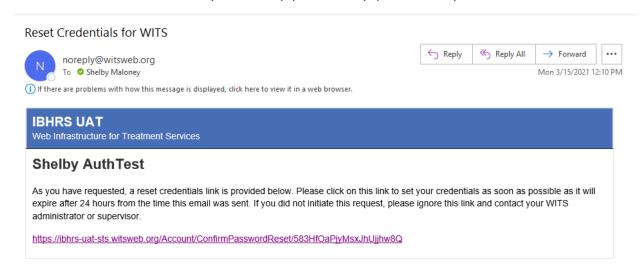
For users without smartphones, the use of browser extensions for TOTP is approved. The recommended authenticator is https://authenticator.cc/ which may be added to Edge, Chrome, and Firefox.

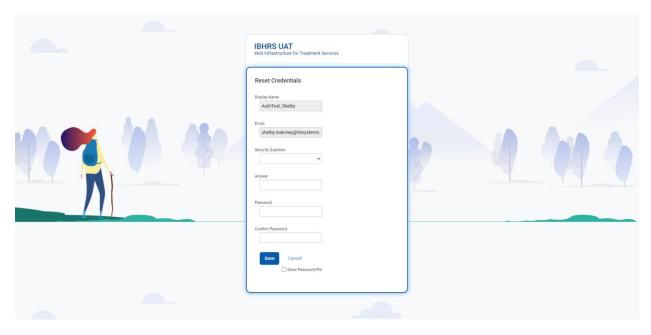
Step One: Download Browser Extension and Add to Browser



Step Two: Set Up IBHRS Security Question and Password

Click the link in the email sent to you to set up your security question and password



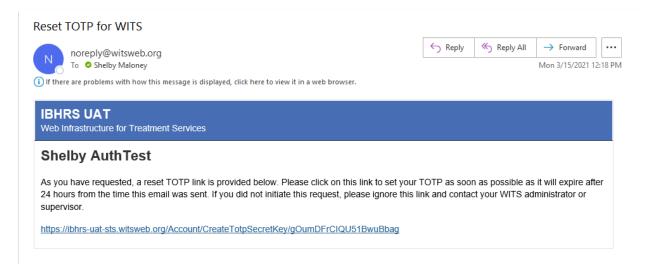


After you have set up your security question and password, a TOTP Authentication Link will be sent to the user's email address.

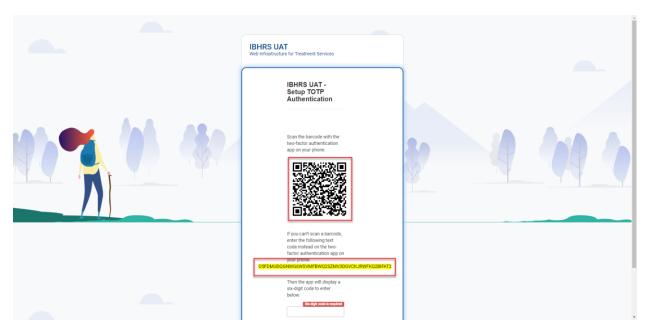


Step Three: Set up TOTP Authentication

Click the link in the email sent to you to set up your TOTP Authentication.

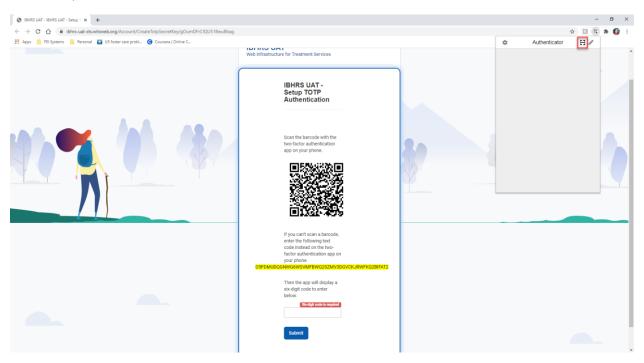


The link will provide both a QR code and a key – the QR code can be used to set up the TOTP with the Browser Extension.

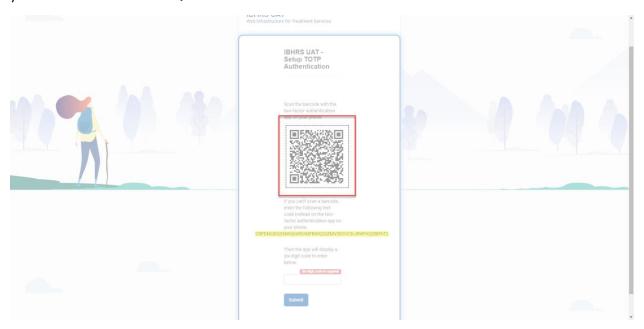


While on the screen with the QR code and Key, open the Browser Extension.

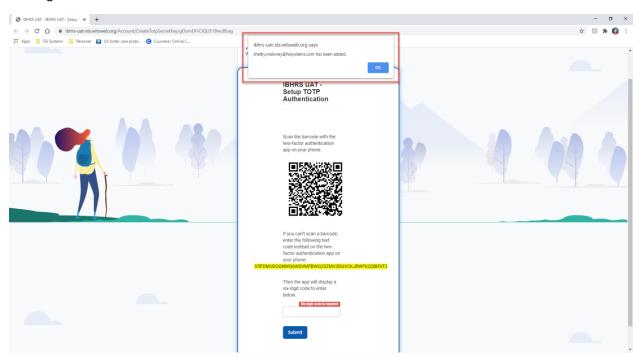
Click the QR code button on the Browser Extension.



The Browser Extension will prompt you to drag your mouse around the QR code on the screen – until you have a box around the QR code.

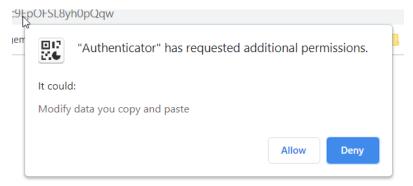


Once you have successfully dragged your mouse around the QR code, the Browser Extension will give a message that the account has been added

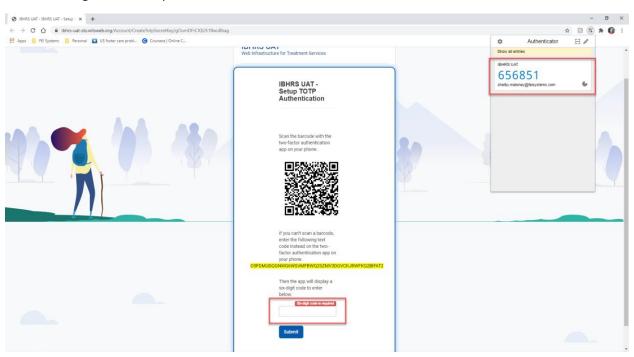


Re-open the Browser Extension and enter the six-digit code provided. You can copy/paste or memorize the number provided.

In order to use Copy / Paste, Chrome will require you to allow the authenticator to have additional permissions. Select "Allow."



You can then click the number within the Authenticator extension, which will copy the value. Then either right-click or hold "Control" and "V" on your keyboard. This will paste the number in the field that states "Six-digit code is required."



Login to IBHRS

Enter your User ID, Password, and code from the Browser Extension to login.

